

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: November 18, 2013
No: M23-13

CLASSIFICATION
MAINTENANCE SPECIALIST
(Park Department)

STARTING HOURLY RATE
\$12.95

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or an open application may be printed from www.cantonohio.gov by clicking on “City Services”, “Civil Service” and then “View City Jobs”. Application must be on file **no later than Friday, December 13, 2013**. Applicants MUST submit a copy of their valid driver’s license, a current detailed resume and any other documentation pertaining to this position.

EXAMINATION – WEDNESDAY, DECEMBER 18, 2013

CHECK-IN 5:00 p.m. (no applicant will be admitted after 5:00 p.m.)
EXAM: Immediately following check-in
LOCATION: Canton Memorial Civic Center McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: The written examination will consist of questions on the following subjects: general electrical knowledge, carpentry, welding, masonry, math, safety and other related areas.
A score of 70% will be the minimum passing point.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver’s License.

DISTINGUISHING FEATURES OF THE CLASS

Has responsibility for being knowledgeable and skilled in several trades, including carpentry, electrical, concrete, welding and masonry. May direct the working of the crew to which is assigned to him.

ACCEPTABLE EXPERIENCE AND TRAINING

Must have a high school diploma or GED; a minimum of one year experience in any one or more of the above listed trades; or any combination of experience and training which provides the required knowledge, skills and abilities. Must be willing to attend training schools to add to or improve skills.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge, skill, and mechanical ability to evaluate a project; to establish the necessary materials, personnel, and time required; and to carry the project through to completion. Ability to follow oral and written instructions. Ability to deal tactfully with the public in necessary situations. Ability to drive a truck and operate various equipment. Ability to use a variety of tools and equipment. Performs physical activity, including walking, and bending. Performs physical activity consistent with the trades listed above.

ADDITIONAL AND ESSENTIAL REQUIREMENTS

Must possess a valid Ohio driver’s license at all times. Performs work both indoors and outdoors in all kinds of weather throughout the Canton Park System. Works with paints, thinners, solvents, and other chemicals. Must have own set of tools to use at work.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE FORM (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

******CITY RESIDENCY BONUS******

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (4), applicants are hereby advised that the position of employment being examined for has been declared as “safety sensitive”. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one (1) year or until the eligibility list(s) expires, whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission’s control at applicant expense.

NOTICE OF BACKGROUND INVESTIGATION

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving check.

PHYSICAL REQUIREMENTS

All applicants who receive a conditional offer of employment may be required to pass a functional capacity evaluation to measure physical abilities.

DUTIES

The Maintenance Specialist helps to maintain, repair and construct Canton Park System structures, building and facilities. The individual works under the supervision of the Director of Parks and/or a designee.